

**U.S. DEPARTMENT OF COMMERCE  
U.S. Census Bureau**

**2010 CENSUS  
EMPLOYMENT**

*Local Census Office Manager  
(LCOM)  
Shelby County Tennessee  
28-09-D10-IRB-333*

**Three Steps to Successfully Submit Your Application**

**Step 1: Prepare**

Your application packet must contain the following:

1. A resume or completed Application for Federal Employment (OF612). Make sure that it reflects your professional and/or volunteer experience that is **RELEVANT** to the position for which you are applying. ([Application form OF612.pdf](#))
2. Declaration for Federal Employment Background Questionnaire ([Declaration OF306.pdf](#))
3. In the attached Recruiting Bulletin, there are 3 questions called Evaluation Criteria that you must address. Circle the appropriate letter, which reflects your experience, and write a description of your experience that supports the letter you circled.

**Step 2: Review**

1. Do you meet the experience and qualifications for the position?
2. Did you circle the appropriate letter, which reflects your experience level and answer all evaluation criteria questions?

**Step 3: Submit**

1. Submit your completed application packet to any of the following:
  - U.S. Census Bureau  
Charlotte Regional Census Center  
3701 Arco Corporate Drive  
Suite 250  
Attn: Human Resources  
Charlotte, NC 28273-7007,
  - Your ELCO, or
  - Bring to your testing site
2. Application packets must be received by May 15, 2009

**Charlotte Regional Census Center  
3701 Arco Corporate Drive, Suite 250  
Attn: Human Resources  
Charlotte, NC 28273-7007**



**2010 CENSUS  
U.S. DEPARTMENT OF COMMERCE  
US Census Bureau  
Recruiting Bulletin**

**OPENING DATE:** April 27, 2009

**RECRUITING BULLETIN NO:** 28-09-D10-IRB-335

**LOCAL CENSUS OFFICE (LCO):** Shelby County, TN

**CLOSING DATE:** May 15, 2009

**POSITION TITLE:** Shelby County, TN, Local Census Office Manager (LCOM)

**PAY RATE:** \$29.00 per hour

**NUMBER OF VACANCIES:** One (1)

**EXCEPTED SERVICE APPOINTMENT:** Schedule A Appointment, not-to-exceed one year, with the possibility of an one year extension.

**WHO MAY APPLY:** All employees of an early opening Local Census Office residing in the following counties: Fayette, Shelby and Tipton

**JOB DUTIES:**

**DUTIES: Local Census Office Manager (LCOM):** The position manages staff and resources to carry-out office and/or field procedures; to direct and control all operational functions, resources, personnel; and implements a team-based environment to lead a temporary staff of office and field employees through multiple levels on accomplishing production goals and quality standards of enumerating all of the residences in the 2010 Census area of operation. The position must build strong local support for the Census by establishing effective relationships with local community-based and volunteer organizations and/or governments, and marketing the Census message to local media outlets (may include interviewing with these outlets.) The position will also include developing and making presentations; adapting the presentation to the specific audience; and speaking extemporaneously to a variety of audiences. This position will analyze office production operations and seek to eliminate bottlenecks and impediments to efficiency. Incumbent must analyze analytical and anecdotal information to develop systems for an efficient office operation supporting field activities.

**QUALIFICATIONS and HOW TO APPLY:** All applicants MUST:

- 1) Take a written management test – Applicants must take and pass a written test for LCO management positions. Call the 2010 Census Job Line at 866-861-2010 during the open period of the recruiting bulletin and schedule a testing date and time. The Job Line will prompt you to provide your zip code then you will be connected to a Local Census Office. Be prepared to provide the Recruiting Bulletin Number(s), and position title(s) for the jobs(s) you are seeking.**

**2) Bring the following completed forms to the testing session for each position for which you are applying.** (For example, if you are applying for 2 management positions, you must bring 2 copies of the OF-306, 2 resumes, and 2 copies of the Evaluation Criteria.)

**A. OF-306 form - Declaration of Federal Employment,**

**B. Your résumé or Optional Application for Federal Employment, the OF-612 form.**

**C. Completed Evaluation Criteria** (See next page). Applicants must have at least the minimum experience in each of the three areas contained in the Evaluation Criteria. Your experience for all three Evaluation Criteria must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Local Office Census Manager. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience and defend your selection as instructed. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full.

**Bring A, B and C to your testing session or mail the materials to:**

**Charlotte Regional Census Center  
3701 Arco Corporate Drive, Suite 250  
Attn: Human Resources  
Charlotte, NC 28273**

Printed Name: \_\_\_\_\_ LCO: **Shelby County, TN**

## EVALUATION CRITERIA ST LOCAL CENSUS OFFICE MANAGER (LCOM)

| COLUMN A   | COLUMN B   |
|--|--|
| <p><b>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> supporting that response in Column B.</b></p>  | <p><b>Applicants are also required to complete the following.</b></p> <ol style="list-style-type: none"> <li>1. Indicate the employer from your attached résumé or other application form that verifies the answer you selected. <b><u>OR</u></b></li> <li>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <b><u>must include</u></b> the employer’s name and address, the title of the position, and the dates of employment.</li> </ol> |
| <p><b>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors to accomplish production and quality standards. (Circle the appropriate letter.)</b></p> <ol style="list-style-type: none"> <li>a. As my primary responsibility, I have experience with <b><u>both</u></b> of the following:               <ol style="list-style-type: none"> <li>(i) managing a staff of 100 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s);</li> <li>(ii) managing employees who worked in multiple geographic locations <b><u>and</u></b>, ensuring that work product is conducted in accordance with government or corporate policy and regulations.</li> </ol> </li> <li>b. As my primary responsibility in a former position, I have experience with <b><u>both</u></b> of the following:               <ol style="list-style-type: none"> <li>(i) managing a staff of 30 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s); <b><u>and</u></b>,</li> <li>(ii) ensuring that work product is conducted in accordance with government or corporate policy and regulations.</li> </ol> </li> <li>c. I have experience with <b><u>both</u></b> of the following:               <ol style="list-style-type: none"> <li>(i) managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s); <b><u>and</u></b></li> <li>(ii) ensuring that work product is conducted in accordance with government or corporate policy and regulations.</li> </ol> </li> <li>d. My experience is less than what is described above.</li> </ol> | <p><b><i>Response must support answer circled in Column A.</i></b></p> <p><b><i>1. Employer’s Name: _____</i></b></p> <p><b><i>2. Write description of your experience that supports your answer.</i></b><br/> <b><i>DO NOT STATE – “SEE RESUME”</i></b></p> <p><i>Additional employers may be listed as needed.</i></p>   |

Printed Name: \_\_\_\_\_ LCO: **Shelby County, TN**

## EVALUATION CRITERIA STATEMENT FOR LOCAL CENSUS OFFICE MANAGER

| COLUMN A   | COLUMN B  |
|--|---|
| <p><b>2. Please select the answer that best describes your experience effectively communicating organizational goals.</b></p> <p>a. I have experience <b>representing my organization</b> by preparing and giving speeches and presentations to the media, businesses, community, governmental, nongovernmental, and professional organizations to gain support, partnership, and/or participation in organizational programs. Specifically, I have established relationships with diverse <b>cultural, community, religious, or other nongovernmental organizations</b> to gain support or participation in organizational programs. This experience resulted in tangible results/benefits for my organization.</p> <p>b. I have experience <b>representing my organization</b> by preparing and giving speeches and presentations to organizations outside of my place of employment to gain support or participation in organizational programs. However, my experience <b>has not included</b> developing working relationships with diverse <b>cultural, community, religious, or other nongovernmental organizations</b>. My experience included preparing and giving speeches and/or presentations to outside organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.</p> <p>c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited to preparing and giving speeches and presentations to <b>internal</b> customers within my organization, including senior management. This experience resulted in tangible results/benefits for my organization.</p> <p>d. My experience is less than what is described above.</p> | <p><i>Response must support answer circled in Column A.</i></p> <p><b>1. Employer's Name:</b> _____</p> <p><b>2. Write description of your experience that supports your answer.</b><br/><b>DO NOT STATE – "SEE RESUME"</b></p> <p><i>Additional employers may be listed as needed.</i></p> |

Printed Name: \_\_\_\_\_ LCO: **Shelby County, TN**

**EVALUATION CRITERIA ST  
LOCAL CENSUS OFFICE MANAGER (LCOM)**

**COLUMN A**

**COLUMN B**

**3. Please select the answer that best describes your experience with the administrative functions of an office.**

- a. I have managed the administrative functions of an office of at least 50 employees. I have done **all** of the following: recruitment, selection, hiring, training, **and** disciplining subordinate staff.
- b. I have managed most of the administrative functions for an office of at least 30 employees. This included management experience in three or more of the following: recruitment, selection, hiring, training, **and/or** disciplining subordinate staff.
- c. I have managed some administrative functions of an office of at least 10 employees, however I was only responsible for at least two of the following: recruitment, selection, hiring, training, **and/or** disciplining subordinate staff.
- d. My experience is less than what is described above.

*Response must support answer circled in Column A.*

*1. Employer's Name: \_\_\_\_\_*

*2. Write description of your experience that supports your answer.*

***DO NOT STATE – "SEE RESUME"***

*Additional employers may be listed as needed.*

**APPLICATION DEADLINE:** Your testing appointment must be scheduled during the open period of the Recruiting Bulletin.

**OTHER INFORMATION:** This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program. This means that your work schedule may be changed from full-time to part-time, or intermittent to accommodate fluctuating workloads. Payment of relocation expenses IS NOT authorized.

THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR,  
RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL  
STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT  
FACTOR.